

16 March 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT : Proposed Notice No. [REDACTED] General,
Cutting Correspondence Costs with Letterex
(Job #537-IH)

25X1A

1. The attached proposed N [REDACTED] in reference to the availability of Letterex for use in Agency correspondence is submitted for authentication. Letterex is single-sheet tissue stationery to which one-time carbon is attached.

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2. This Notice describes Letterex and the conditions under which it should be used and informs personnel where it can be obtained.

3. This Notice was developed by the Chief, General Services in collaboration with the Logistics Office but processing thereof was delayed pending actual receipt of Letterex in the Building Supply Rooms. This has now been accomplished and the attached draft of the Notice has the concurrence of the Comptroller. No further coordination appears to be necessary.

/s/ [REDACTED]
Chief, Regulations Control Staff

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Attachment
Proposed N [REDACTED]

RCS/IH:mgm

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☐ Declassified
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